

**Town of Johnsburg  
Regular Meeting of the Town Board  
Zoom Meeting  
December 21, 2021 7:00 PM**

<https://us02web.zoom.us/j/2172603617>

Meeting ID: 217 260 3617

888 788 0099 US Toll-free

877 853 5247 US Toll-free

**PRESENT:** Andrea Hogan – Supervisor  
Eugene Arsenault – Councilman  
Arnold Stevens – Councilman  
Laurie Arnheiter – Councilwoman  
Justin Gonyo – Councilman  
Kate Lorah - Town Clerk

Supervisor Hogan called the Regular Meeting to order at 7:04 and the pledge was led by Ms. Arnheiter.

**Approval of Minutes December 7, 2021 meeting:**

***RESOLUTION #227-21***

Mr. Arsenault presented the following resolution and moved its passage with a second from Mr. Stevens to approve the minutes from the December 7, 2021 meeting. With 5 members voting in favor the resolution is declared carried. Ayes – 5 (Hogan, Arsenault, Stevens, Arnheiter, Gonyo) Nays – 0

Correspondence:

- emails regarding highway relocation
- letter of resignation from youth committee after school program director
- letter from Library Board regarding Library Director
- letter of interest for Animal Control Officer
- 2022 tax rate letter

New Business:

- **Resolutions of Recognition**

***RESOLUTION #228-21***

Mr. Arsenault presented the following resolution and moved its passage with a second from Mr. Gonyo:

**In Appreciation of  
Laurie Arnheiter**

On this day December 21, 2021, we would like to propose the following resolution to recognize Laurie Arnheiter for her exemplary service to the Town of Johnsbury residents.

**WHEREAS** Laurie Arnheiter served the Town of Johnsbury residents as Councilwoman for four years, working toward economic growth and improving community services;

**WHEREAS** her dedication and commitment to the Town of Johnsbury as a loyal and committed public servant has benefited its residents and businesses;

**WHEREAS** Laurie's many years as a volunteer, serving on the Economic Development Committee (EDC), and the Business Alliance among various other activities including the annual Lights On event;

**Be It Resolved** that the Town Board of the Town of Johnsbury formally acknowledges and extends profound appreciation to Laurie Arnheiter for her years of service from January 2018 – December 2021.

With 5 members voting in favor the resolution is declared carried. Ayes – 5 (Hogan, Arsenault, Stevens, Arnheiter, Gonyo) Nays – 0

***RESOLUTION #229-21***

Mr. Stevens presented the following resolution and moved its passage with a second from Ms. Arnheiter:

**In Appreciation of  
Kathleen C Lorah**

On this day December 21, 2021, we would like to propose the following resolution to recognize Kathleen C Lorah for her dedicated service to the Town of Johnsbury residents.

**WHEREAS** Kathleen C Lorah served the Town of Johnsbury residents as Town Clerk for four years with dedication and commitment,

**WHEREAS** Kate has introduced the partial payment program for Town and County property taxes which allows taxpayers to pay in increments reducing the stress for many residents,

**Be It Resolved** that the Town Board of the Town of Johnsbury formally acknowledges and extends profound appreciation to Kathleen C Lorah for her years of service from January 2018 – December 2021.

With 5 members voting in favor the resolution is declared carried. Ayes – 5 (Hogan, Arsenault, Stevens, Arnheiter, Gonyo) Nays – 0

***RESOLUTION #230-21***

Ms. Arnheiter presented the following resolution and moved its passage with a second from Mr. Arsenault:

**In Appreciation of  
Katherine Hartley**

On this day December 21, 2021, we would like to propose the following resolution to recognize Katherine Hartley for her dedicated service to the Town of Johnsbury residents.

**WHEREAS** Katherine Hartley served the Town of Johnsbury residents as JYC After School Activities Director for seven years with dedication and commitment,

**WHEREAS** Kate has introduced many of our towns children to their own love of art, nurturing it's spark and helping it grow

**Be It Resolved** that the Town Board of the Town of Johnsbury formally acknowledges and extends profound appreciation to Katherine Hartley for her years of service from 2014 –2021.

With 5 members voting in favor the resolution is declared carried. Ayes – 5 (Hogan, Arsenault, Stevens, Arnheiter, Gonyo) Nays – 0

- **Appointment of Library Director**
- **Authorization to place ad for Assistant Library Director**

***RESOLUTION #231-21***

Ms. Arnheiter presented the following resolution and moved its passage with a second from Mr. Gonyo to approve the Library Board's recommendation to hire Carrie Mason as the Library Director and to approve placing an ad for a

new Library Assistant. With 5 members voting in favor the resolution is declared carried. Ayes – 5 (Hogan, Arsenault, Stevens, Arnheiter, Gonyo)  
Nays – 0

- **Occ tax reallocation – Tannery Pond**

***RESOLUTION #232-21***

Mr. Arsenault presented the following resolution and moved its passage with a second from Mr. Stevens to approve the reallocation of Occ tax funds not used by Tannery Pond due to the cancellation of an event. The reallocated money will be spent on tables and chairs to support a planned Coffeehouse Series. With 5 members voting in favor the resolution is declared carried. Ayes – 5 (Hogan, Arsenault, Stevens, Arnheiter, Gonyo) Nays – 0

- **Use of Town buildings**

The Board discussed the use of Town buildings in light of increasing Covid numbers in the area. It was agreed that with the precautions already in place that the buildings should still be available for public use.

- **Lights-on awards**

Ms. Hogan announced the winners of the “Lights-On” competition:

Residential – 23 Millington Road, Riparius

Business – 259 Main Street, North Creek

Not-for-Profit – the Depot Museum and Caboose

Ms. Arnheiter noted that the awards were donated by a local citizen for the second year, and that the Town should think about finding the money in the budget for next year.

- **Youth Committee**

***RESOLUTION #233-21***

Mr. Gonyo presented the following resolution and moved its passage with a second from Mr. Arsenault to approve the rollover of the Youth Committee's unexpended balance from 2021 into 2022 and to approve the committee spending – not to exceed - \$6000 for supplies for future activities and equipment. With 5 members voting in favor the resolution is declared carried. Ayes – 5 (Hogan, Arsenault, Stevens, Arnheiter, Gonyo) Nays – 0

**Old Business:**

- Highway Relocation discussion
  - Presentation and Q&A with Erik Backus from Clarkson University

Kelly Nessle introduced Erik Backus, who gave the following presentation:

Clarkson University Civil & Environmental  
Engineering Capstone Experience

Course Conduct and Customer Interface Erik C. Backus, Prof. of Practice &  
CEM Director

- The CEE Capstone Experience is the culmination of the Civil and/or Environmental Engineering Student's curricular journey.
- Brings together all their learning that has been built upon to this point.
- Seeks to mimic, to the greatest degree possible, what "real life" engineering design and construction is like, from RFP to delivery.

- **Limited lectures/presentations to ensure some basics are covered.**
- Thrown into the “deep end” day one.
  - Given a Request for Proposal, in the first class period, that mirrors, almost identically, a quality based selection (QBS) for professional services process
  - Given a raft of data, information, and a pre-proposal conference that frames the needs from which to begin analysis and brainstorming.
- **Treated like the consultants/contractors they will be.**
  - Teams are assigned by the faculty based on their preferences, and the needs of the project (aligning skill sets, experience, and so forth of the students)
  - They get to choose their project manager and develop a name for their firm.
  - They learn by doing, and fast.
- **Proposal Stage**
- Organizing and prepping the teams
- Pre-Proposal Conference
- Limited direct customer involvement
- Brainstorming /Ideation
- **Schematic Design Stage**
- Field investigations

- Regular meeting with clients
- Options development and evaluation
- Numerous deliverables (on top of the design)
- Working presentation with faculty and client
- **Design Stage**
- “Brass tacks” – what needs to be delivered
- Continued client meetings/decisions
- Three deliverables and presentation
- Process activities/applications/board reviews
- **You are the client**
  - Treat the students like any consultant you are hiring.
  - Plan to have them meet with you and seek you out.
  - Have a plan and communication protocol.
  - Be prepared to articulate your needs and wants.
  - Say something when not satisfied, say something when you are impressed.
  - They are delivering a service to/for you, it is often up to you to make it successful.



- **You are part of their educational process**
  - This is (likely) their first time, they are going to make mistakes
  - Be patient. Understand that they may go off the rails and you can help them get back on track.
  - You will be a part of their presentations and see their products
  - You will be asked for your feedback on how they did; don't hold back (we won't)
  - You will be asked to keep us (them) updated on where things go.
  
- **Benefits to you:**
  - Essentially you are getting monetarily “free” consulting services from some of the best engineering students in the nation (other than your time)
  - The products will be provided to you for your use. Past experiences have resulted in great things.
  - You have the ability to influence and see the engineers of the future in action
  
- **Limitations:**
  - These are student products. They cannot be guaranteed or warranted (even if they often do a really good job).
  - We can't “stamp” any drawings or specifications. That can be done by others.

- This is a semester long class, it ends in late April and the students move on. So modifying/”fixing” is up to you as the customer. Also, time is limited, so plan accordingly.

The above presentation was discussed by the Board and Kevin Hajos from Warren County, with questions about timelines, success of prior projects using this plan, and final approval after the students complete their parts. It was agreed that the Town will move forward working with Clarkson at a huge savings to the Town from the benefit of free consulting fees.

- **Resolution authorizing Supervisor to execute Fire protection district contracts**

### ***RESOLUTION #234-21***

Mr. Arsenault presented the following resolution and moved its passage with a second from Mr. Gonyo to approve Supervisor to execute Fire protection district contracts. With 5 members voting in favor the resolution is declared carried. Ayes – 5 (Hogan, Arsenault, Stevens, Arnheiter, Gonyo) Nays – 0

- **scrap metal bid**

### ***RESOLUTION #235-21***

Mr. Stevens presented the following resolution and moved its passage with a second from Mr. Arsenault to accept the Scrap Metal bid from Dave Olden for \$30 per net ton for 2022. With 5 members voting in favor the resolution is declared carried. Ayes – 5 (Hogan, Arsenault, Stevens, Arnheiter, Gonyo) Nays – 0

- **Ride-on Event**

***RESOLUTION #236-21***

Ms. Arnheiter presented the following resolution and moved its passage with a second from Mr. Gonyo to approve reimbursing Drew Cappabianca the cost of advertising for the 2021 Ride-on event. With 5 members voting in favor the resolution is declared carried. Ayes – 5 (Hogan, Arsenault, Stevens, Arnheiter, Gonyo) Nays – 0

Committee Reports:

Ms. Arnheiter said that she and Mr. Arsenault had earlier interviewed candidates for the position of ZEO but the qualifications for the job were lacking. The position was readvertised and Ms. Arnheiter and Mr. Stevens interviewed a very qualified candidate.

***RESOLUTION #237-21***

Ms. Arnheiter presented the following resolution and moved its passage with a second from Mr. Stevens to hire for the ZEO position for 32 hours per week at \$18.20 per hour. With 5 members voting in favor the resolution is declared carried. Ayes – 5 (Hogan, Arsenault, Stevens, Arnheiter, Gonyo) Nays – 0

Mr. Arsenault spoke about attending a meeting of the Tannery Pond Futures Committee and continues to be impressed with their insight in moving forward and the more detailed their plans are becoming. He said they asked about the progress of the agreement between them and the Town. Ms. Hogan said she just received a draft of the agreement and will forward it to them.

Mr. Gonyo attended a sewer committee meeting and said they are working with the school about joining in the proposed district.

Ms. Arnheiter referred to the Highway contracts and said it would be after the first of the year before anything is finalized.

ZEO, Animal Control, and Assessor reports:

In Board packets.

### **Supervisor's Monthly Report**

#### ***RESOLUTION #238-21***

Mr. Gonyo presented the following resolution and moved its passage with a second from Mr. Stevens to accept the Supervisor's Monthly Report. With 5 members voting in favor the resolution is declared carried. Ayes – 5 (Hogan, Arsenault, Stevens, Arnheiter, Gonyo) Nays – 0

#### **Approval of Warrants**

**General Fund** (Total \$28,236.98)  
**Highway Fund** (Total \$32,485.07)  
**Library Fund** (Total \$1259.85)  
**Water District** (\$5723.20)  
**Trust and Agency** (\$278.34)  
**Total all warrants \$67,983.44**

#### ***RESOLUTION #239-21***

Mr. Arsenault presented the following resolution and moved its passage with a second from Mr. Gonyo to approve the warrants. With 5 members voting in favor the resolution is declared carried. Ayes – 5 (Hogan, Arsenault, Stevens, Arnheiter, Gonyo) Nays – 0

Privilege of the floor

Chuck Barton announced that the North Creek Business Alliance will hold an informational session by Zoom Thursday, January 6<sup>th</sup> at 7 pm on the proposed Sewer District. He said that the public will be welcome but the focus of the meeting will be on business owners.

Kelly Nettle asked for clarification: is the Town willing to proceed with Clarkson University? Yes, and Mr. Gonyo offered to join the group working on the project.

**Motion to adjourn**

***RESOLUTION #240-21***

Ms. Arnheiter presented the following resolution and moved its passage with a second from Mr. Arsenault to adjourn. With 5 members voting in favor the resolution is declared carried. Ayes – 5 (Hogan, Arsenault, Stevens, Arnheiter, Gonyo) Nays – 0

Next meeting – Tuesday January 4, 2022 7:00 pm

Prepared by:

Kathleen C. Lorah